

Job roles & descriptions

Stage manager – Sam

- ☐ Be present in all rehearsals
- ☐ Generate rehearsal reports
- ☐ Attend meetings, take notes and distribute notes
- ☐ Prepare a prompt copy with standby cues, go cues and blocking
- ☐ Coordinate sign in and out sheets
- ☐ Point of contact for directors
- ☐ Risk assessments (done with Dave and Meilir)
- ☐ Complete all relevant paperwork
- ☐ Call shows

Assistant stage manager & marketing – Gabby

- ☐ Stand in for stage manager where necessary and carry out all above duties
- ☐ Assist with the organisation of the props in the rehearsal space
- ☐ Be prepared to stand in the SM role even during run of shows – book cover
- ☐ Design poster
- ☐ Run social media for show
- ☐ Publicise show
- ☐ Attend rehearsals where necessary
- ☐ Complete all relevant paperwork
- ☐ Front of house for shows if needed
- ☐ Stagehand during shows if needed

Set designer – Harri

- ☐ Analyse script and provide breakdowns
- ☐ Research the genre, era and draw inspiration from it
- ☐ Design scenery to work with the directors' vision, fit for the performance space
- ☐ Provide a white card model
- ☐ Produce a full detailed model
- ☐ Work with assistants to produce scenic art samples
- ☐ Tie in with props and costume and lighting to ensure clear communication between departments and cohesive design
- ☐ Assist with set build and painting
- ☐ Complete all relevant paperwork
- ☐ Stagehand during shows if needed

Design Assistant (set design, construction & scenic art) – Nat

- ☐ Work alongside the set designer to produce models, research and samples
- ☐ Produce painted elements of the design leading on ordering, planning and scheduling
- ☐ Tie in with other creative departments to ensure clear communication between departments and cohesive design
- ☐ Work alongside the set designer and construction manager to set build and painting the set
- ☐ Work on running repairs during the run of the show and other necessary duties
- ☐ Complete all relevant paperwork
- ☐ Stagehand during shows if needed

Costume designer – Ella

- ☐ Analyse script and provide breakdowns
- ☐ Research the genre, era and draw inspiration from it
- ☐ Design costumes to work with the directors' vision, fit for the performance space
- ☐ Tie in with other creative departments to ensure clear communication between departments and cohesive design
- ☐ Make, source, buy, hire all costume elements
- ☐ Organise costumes for cast members
- ☐ Instruct cast with how to dress/undress costumes, provide design and guidance with hair & makeup
- ☐ Complete all relevant paperwork
- ☐ Run costume backstage during shows
- ☐ Organise returns

Design Assistant (Props & Scenic Art) – Leenamay

- ☐ Analyse script and provide breakdowns
- ☐ Research the genre, era and draw inspiration from it
- ☐ Generate a props list
- ☐ Design props to work with the directors' vision, fit for the performance space
- ☐ Make, source, buy, hire all props elements
- ☐ Make the props running list for the show detailing what prop is used by who, where/when it goes on and where/when it comes off stage
- ☐ Make and maintain props tables
- ☐ Help with paint samples
- ☐ Complete all relevant paperwork
- ☐ Stagehand during shows if needed
- ☐ Organise returns

Design Assistant (Props & costume)– Dion

- ☐ Generate a props list
- ☐ Assist props and costume where needed when sourcing and making
- ☐ Assist with running the show with quick cast changes, dressing, props etc
- ☐ Complete all relevant paperwork
- ☐ Run costume backstage during shows
- ☐ Organise returns
- ☐ Make the props running list for the show detailing what prop is used by who, where/when it goes on and where/when it comes off stage
- ☐ Organise costumes for cast members
- ☐ Make and maintain props tables

Lighting designer – Abby

- ☐ Analyse script and provide breakdown
- ☐ Research the genre, era and draw inspiration from it
- ☐ Generate designs for mood and atmosphere
- ☐ Design lighting to work with the directors' vision, fit for the performance space
- ☐ Complete all relevant paperwork (CAD plan, plot, cue list, cheat sheet)
- ☐ Interpret designs into reality deciding upon which fixtures to use
- ☐ Rigging, focusing and plotting
- ☐ Program the lighting desk
- ☐ Run lighting for the show
- ☐ Derig and returns

AV designer – Meg

- ☐ Analyse script and provide breakdown
- ☐ Research the genre, era and draw inspiration from it
- ☐ Source and generate AV content
- ☐ Design AV to work with the directors' vision, fit for the performance space
- ☐ Complete all relevant paperwork
- ☐ Program the Q-Lab file
- ☐ Rigging, focusing and plotting
- ☐ Run the show

Construction Manager – Lex

- ☐ Interpret design, working with designer to realise the scenery
- ☐ Make CAD drawings for build
- ☐ Planning and scheduling for the set build
- ☐ Decide upon correct materials to use
- ☐ Utilise metal working & wood working skills
- ☐ Maintain set during the run of the show and other necessary duties
- ☐ Complete all relevant paperwork
- ☐ H&S and risk assessment with PM & SM

Sound – Matt

- ☐ Source sound files
- ☐ Organise into qlab
- ☐ Liaise with SM regarding cue points
- ☐ SOMEONE ELSE WILL RUN QLAB FOR TECH ONWARDS